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**City of Torrance, Community Services Department  
Facility Booking Office  
REQUEST TO PAY BY CREDIT CARD**

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**PERMIT DELIVERY**

Please choose **one** option.

I would like my permit & receipt:

- ☐ E-Mailed: \_\_\_\_\_
- ☐ Faxed: ( \_\_\_\_\_ ) - \_\_\_\_\_
- ☐ Mailed – Reservation date must be at least 2 weeks in future:  
*Please indicate address if different than on reservation form:*
- \_\_\_\_\_
- \_\_\_\_\_

**CREDIT CARD INFORMATION**

I Herby Authorize Use Of My:

- ☐ Visa      ☐ MasterCard  
☐ Discover      ☐ American Express

Print Name As It Appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_ CVV#: \_\_\_\_\_ Permit Charges :\$ \_\_\_\_\_

**DAMAGES, OVERAGE & IMPROPERLY INCURRED EXPENSES**

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool & rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, for any breach of contract the credit card on file may be charged up to \$500.00.

I have read and understand Damages, Overage & Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: \_\_\_\_\_

**Please send along with a completed application to:**

Annie Hume, Facility Booking

[AHume@TorranceCA.Gov](mailto:AHume@TorranceCA.Gov)

310-781-7598 (fax)

310-618-5982 (voice)